

**CRANSTON SCHOOL COMMITTEE MEETING
NOVEMBER 9, 2016
WILLIAM A. BRIGGS BUILDING (REED CONFERENCE ROOM)
845 PARK AVENUE, CRANSTON, RI
EXECUTIVE SESSION – 6:00 P.M.
IMMEDIATELY FOLLOWED BY PUBLIC WORK SESSION
IMMEDIATELY FOLLOWED BY PUBLIC MEETING**

MINUTES

The School Committee meeting was held on the evening of the above date at the William A. Briggs Building with the following members present: Chairperson Ruggieri, Mrs. Culhane; Mr. Fusco, Mr. Gale, Mr. Traficante and Mr. Wall. Attorney Cascione was present during Executive Session.

It is noted that Mr. Colford was excused with cause.

The meeting was called to order at 6:03 p.m. **It was moved by Mrs. Culhane; seconded by Mr. Gale to convene to Executive Session pursuant to RI State Laws. The roll was called; all were in favor: Mr. Colford – Absent; Mrs. Culhane – Yes; Mr. Fusco – Yes; Mr. Gale – Yes; Mrs. Ruggieri – Yes; Mr. Traficante – Yes; Mr. Wall – Yes.**

PL 42-46-5(a)(1) Personnel:

- a. Discussion of Non-Certified Employee A

PL 42-46-5(a)(2) Collective Bargaining/Litigation:

- a. Custodians
- b. Teachers
- c. Teacher Assistants
- d. Bus Aides
- e. Technical Assistants

PL 42-46-5(3)

- a. District Safety Plan

Adjourn Executive Session

Call to Order - Public Session at 7:10 p.m.

The roll was called; a Quorum was present

Executive Session Minutes were sealed – Mrs. Ruggieri stated that no votes were taken in Executive Session and that all personnel listed above were notified. **A motion was made to seal the minutes of the executive session by Mr. Wall; seconded by Gale. The roll was called;**

Mr. Colford – Absent; Mrs. Culhane – Yes; Mr. Fusco – Yes; Mr. Gale – Yes; Mrs. Ruggieri – Yes; Mr. Traficante – Yes; Mr. Wall – Yes. All were in favor.

A motion was made to take the agenda out of order to vote first by Mr. Fusco; seconded by Mr. Wall. The roll was called; all were in favor.

Consent Calendar/Consent Agenda

The following resolutions were unanimously adopted under the Consent Agenda:

16-11-01; 16-11-02 and 16-11-03

A motion was made to approve by Mr. Traficante; seconded by Mr. Wall. The roll was called; all were in favor.

Adjourn to Public Work Session

Presentation of the 2017-2018 Capital Plan

Mr. Ed Collins reviewed his proposal and projections for the 2017-2018 Capital Plan. **(See Handout A on file with the Superintendent's Office for additional information)**

NEASC Update

Superintendent Nota-Masse provided the School Committee with an update/status on the 2017 NEASC visit.

A PowerPoint presentation was shown to the School Committee **(See Handout B on file with the Superintendent's office)**

- Visit is scheduled for March 2017 at Cranston High School East.
- Last visit was in 2009.
- We provide the NEASC Committee with lodging, meals and transportation.
- The visit begins on a Sunday morning and goes through Wednesday at noon.
- The Committee is made up of 16 people from various schools (administrator, principal, Superintendent, etc).
- The process takes about a year and a half to put together.
- Very reflective self-study.

Scheduling Committees

Superintendent Nota-Masse provided the School Committee with a status on the Scheduling Committees.

Discussion/Review of Policies 6153 and 6153.1

Assistant Superintendent Norma Cole presented the School Committee with suggested amendments to the following policies **(See attached policies for additional information).**

6153	Field Trips Policy	Amend
6153.1	Field Trip Procedures	Amend

It was requested that these policies be placed on the November 14, 2016 agenda for vote.

Discussion/Review of Policy 5141.4

Ms. Michele Simpson presented proposed amendments and revisions to the CPS First Aid Procedures. **(See attached for additional information).**

Revisions to the below policy will be placed on the December regular meeting agenda.

5141.4	Emergency and First Aid Procedures	Amend
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Status/Update on Policies in Review

Chairperson Ruggieri presented to the School Committee proposed amendments, revisions and/or deletions to the 3000 Series policies **(see policies on file with the Superintendent's Office).**

It was requested that the 3000 Series policies being amended and/or deleted be placed on the November 14, 2016 agenda.

Chairperson Ruggieri provided the School Committee with a status on the 4000 series policies **(see policies on file with the Superintendent's Office).** They are still being worked on and will be reviewed again at the next Work Session.

Public Hearing

- Students (Agenda/Non-Agenda Matters) - None
- Members of the Public (Agenda Matters Only) – None

Resolution No. 16-11-01 RESOLVED, that the Cranston School Committee rescind the termination of Non-Certified Employee "A".

Resolution No. 16-11-02 RESOLVED that the Cranston School Committee accept the resignation of Non-certified Employee "A" and the Memorandum of Agreement, among Non-Certified Employee "A", the Cranston Teachers' Alliance, Local 1704, AFT, the Cranston School Committee and Cranston Public Schools.

Resolution No. 16-11-03 RESOLVED, that at the recommendation of the Superintendent, the following non-certified employee(s) be appointed:

Amelia Fonseca-Falcone, Confidential Executive Administrative Assistant
Central Administration
Effective Date...October 20, 2016
Replacement

Adjournment

A motion to adjourn was made by Mr. Gale; seconded by Mr. Wall. All were in favor. The meeting was adjourned at 8:06 p.m.

Respectfully submitted,

Stephanie A. G. Culhane
Vice Chairperson

Field Trip Policy

Well-planned field trips that are coordinated with the curriculum and give concrete meaning to a specific learning project can be a vital part of the learning process at levels of schools. As such, they shall be conducted in the Cranston Public Schools as follows:

Non-Curriculum Field Trips

1. Non-curriculum field trips shall not be allowed without the expressed approval of the superintendent or his/her designee. "Non-curriculum" is defined as that which is unrelated to an academic subject for which course credit is given and a grade received.

Curriculum Based Field Trips

1. Criteria for field trips determination for a curriculum based field trip is based on the following:
 - The field experience is the best means by which the objective of the instructional program can be met.
 - The instructional activity would be affected to some degree if this trip were postponed or cancelled.
 - The resource cannot come to the school or central area location.
 - Other media cannot be used as a substitute for the field experience.
 - The objectives of the lesson or work will be enhanced considerably by this field trip.
 - This trip does not cut deeply into the time of other instructional areas.
 - Consideration for all emergencies has been made.
 - All requests for field trip approval must be submitted to the assistant superintendent 10 school days prior to the date of the trip.
2. Field Trip Planning - The following planning will be required for all curriculum based field trips:
 - Adequate instructional preparations for the trip have been made.
 - Follow-up activities have been planned.
 - Necessary safety precautions as to permission slips, adult/pupil ratio, insurance coverage of carrier, etc. have been investigated to the satisfaction of the principal or his/her designee.
 - This is not an experience that might be better left to a family type activity – examples: trip to a park, a movie for general information, etc.
 - Students have been properly instructed as to the code of conduct expected.
3. Transportation - Using School Vehicles
 - A permission slip must be obtained from parent or guardian for each student who participates in the field trip prior to its taking place.
 - **Form OA-47** "Requisitions for Special Bus" will be utilized for all field trips.

- Request must be submitted at least two weeks prior to a planned trip. Requests submitted with less than two weeks lead time may be returned with no action taken. The school or teacher will be notified of action taken on a request at least five days prior to the trip.
- All requests will be submitted to the assistant superintendent's office.

TransUsing Commercial Carriers – Using School Funds (partial payment)

- A permission slip must be obtained from parent or guardian for each student who participates in the field trip prior to its taking place.
- **Form OA-47** "Requisition for Special Bus" will be utilized for all field trips.
- Request must be submitted at least two weeks prior to a planned trip. Requests submitted with less than two weeks lead time may be returned with no action taken. The school or teacher will be notified of action taken on a request at least five days prior to the trip.
- All requests must be submitted to the assistant superintendent's office.
- A portion of the school's cost may be approved for payment with school funds with the balance made up by the individual school and/or participating students. Consideration might be given to charging a small fee to students to defray the higher cost of commercial carriers.
- With the request for the field trip cost an estimate must be submitted.
- The amount of the school field trip fund allocated to hire the commercial carrier, if any, will be forwarded to the principal of the school who will be responsible to pay the commercial carrier.
- When using a commercial carrier arrangements must be made through the transportation office.

Use of Vehicles and Funds Other Than Those of the School Department General Consideration Covering All Trips

- No student should be denied the privilege of any trip because of his/her inability to pay the established charge.
- Arrangements for safe conduct home must be made prior to the trip for any group arriving back after normal school hours.
- Necessary safety precautions must be maintained during the time students are away from the vehicle and while they are aboard the vehicle.
- A first-aid kit with basic medical supplies should be carried on all field trips.

Field Trips of Short Duration

Field Trips of short duration shall be considered as any field trip whose total time to and from the destination shall not exceed one day. All field trips of short duration must be planned at least two weeks in advance, longer if possible. The general guidelines outlined in **Field Trips of Long Duration** apply.

Field Trips of Long Duration

Field Trips of long duration shall be considered as any field trip whose total time to and from the destination shall exceed one day. Such field trips may be inter-city, inter-state, or inter-national.

1. General Guidelines

Detailed plan must be submitted in writing to the principal and to the assistant superintendent for approval. Sufficient time will be allowed for submission of the plans for approval depending upon the extent, location and duration of the planned trip. These plans shall include:

- **Purpose:** A brief statement to include educational and other all-inclusive objectives as well as specific reasons for selecting the activity.
- **Dates:** Whenever possible, trips of long duration should be planned to take place during the school vacation period.
- **Record of Students:** Upon receipt of approval by the principal and the assistant superintendent, and with the filing of a parental permission form, a final list of names, addresses, telephone numbers of all participants, including staff and chaperones, is to be placed on file with the assistant superintendent.
- **Chaperones:** A sufficient number of adults must be provided to insure adequate supervision. A ratio of 1 to 10 must be maintained.
 - a. The member or members of the professional staff specifically the designated content area of the field trip who are involved in the organization, coordination and overall planning and also serve as chaperones may participate without personal cost for the basic field trip as provided by the travel agency and/or transportation source.
 - b. It is understood that these professionals will not receive any remuneration other than regular salary for their involvement. Any additional employees of Cranston Public Schools who volunteer will be required to use their own personal/vacation time for days absent from their scheduled work time.
 - c. It is further understood that students and parents will be informed of this arrangement, and the overall cost of the basic trip will be computed on this basis.
 - d. Sponsors of the trips may not have their own minor child attend the trip.
 - e. Other qualified professionals and parents who volunteer to serve as chaperones may, at the direction of the responsible teacher and principal, share equally in any reductions offered by the travel agency and/or transportation source subject to:

- Meeting all school requirements for chaperones as related to the specific nature of the field trip.
 - For foreign travel a tentative list of “working chaperones” should be included with the original proposal for the trip, and final choice chaperones must be selected and approved by the assistant superintendent sixty (60) days prior to departure date.
 - Willingness to accept full responsibility for their role under the supervision of the certified teacher involved.
 - Received individual approval of the school principal and the certified teachers responsible for the field trip.
- **Method of Travel:** The method of travel and number of vehicles must be listed; busses, air travel, private car or other. In the event that a travel agent is utilized, three comparable bids must be obtained, and must be identified in the plans submitted.
 - **Costs:** All costs including travel and housing, meals and gratuities etc. must be listed and explained, both for students and chaperones.
 - **Housing Arrangements:** Identify the hotel or motel or other commercial housing by name, if these facilities are to be used. Include as well, arrangements for meals. If housing is to be accommodated in private homes, so indicate, with arrangements for meals.
 - **Plans for Financing:** Large scale solicitation of the community must be avoided. Students must be encouraged to assume costs through individual effort. Booster organizations may assume the role of fundraiser for those students unable to provide their own. Instructional time should never be directed to fundraising.
 - **Insurance:** Provisions must be made for whatever insurance coverage is required. The name of the company, the type of coverage, and the costs must be included in the plans.
 - **Itinerary:** A detailed schedule of all stops, concerts, sight-seeing, must be included.
 - **Medical Arrangements:** Provisions for emergency care in the event of illness or accident must be included. In the event of foreign travel, immunization provisions, physical examinations, etc. must be included.
 - **Bonded Treasurer:** A person identified by name, to act as a bonded treasurer in the collection of any monies associated with an extended trip will be included in the submitted plan.
 - **Budget Procedure:** The bonded treasurer will forward to the business office a report on budget procedures and periodic reports regarding fundraising activities. A detailed accounting of all expenditures will be submitted at the conclusion of the project.

- **Follow-Up Procedures:** A written evaluation of the project will be submitted to the assistant superintendent at its conclusion.
- **School Committee Approval:** All trips of long duration must be approved by the school committee.
- **Public Funds:** Any trip including Cranston Public Schools' students which expends public funds and is made during school periods or vacation periods must be in compliance with school district policy and meet appropriate school system bidding procedures.
- **Assurances:** All trips, regardless of whether public funds are expended, must meet appropriate school system insurance, safety, and transportation procedures.
- **Reporting:** The assistant superintendent will report all overnight approved activities to the school committee at the next regular monthly meeting.
- **Field Trips of Short Duration:** Field Trips of one day duration, arranged at the local school level or through the transportation office, utilizing City or other local vehicles, will be considered an exception to the bidding requirement, as specified in policy #3322.
- **Substitutes/Coverage:** If substitutes are required for students who are not going on the field trip, the cost must be covered by the trip fees. If internal coverage is applied, there must be no cost to the school district.

International Travel

1. While traveling outside the United States in a foreign country, the assistant superintendent shall be notified of the arrival in the foreign country and any other pertinent information.
2. Requests for permission for travel outside the United States must be submitted to the assistant superintendent for recommendation to the school committee for action. All other protocols under Guidelines for Field Trips of Long Duration will be followed.
3. International travel for any one organization in a given school will be limited to no more than once every three years. In the case of musical groups, only one organization per school in a given year will be allowed to travel abroad in a given year.

Off Campus Course Work

1. It is recognized that certain forms of coursework require individuals and/or small groups of students to explore resources beyond the realm of the school. Such work may be conducted outside of school grounds when approved by the department chairman and the principal and with the written permission of the parents involved.

2. It is understood by all parties that such exploration will be allowed without supervision by school personnel.
3. Any provisions not covered in the above regulations, and in the interests of the health and safety of the students, shall be discussed with the assistant superintendent.

Emergency Monetary Grants for Extra-Curricular Student Travel

1. The Cranston School Committee supports and encourages the participation of officially sanctioned groups in local, regional and national athletic and/or scholastic competition. Such competition is viewed as co-curricular in nature and in keeping with the highest ideals of excellence, the development of self-discipline and the development of the team and school spirit.
2. The Cranston School Committee acknowledges that student groups not ordinarily supported by regularly budgeted funds must assume full responsibility for raising their funds for travel to regional or national competitions. These events bring honor to the individual, the school and the community.

I.D.E.A./Section 504

1. Cranston Public Schools will follow all applicable Federal and State Laws and Regulations regarding children with disabilities; students with disabilities who participate in the general educational program in an instructional area will continue to be included in activities such as field trips. Where appropriate, the IEP Team will address Field Trips.
2. Transportation and/or access concerns for students with disabilities must be communicated by school personnel in a reasonably timely fashion to the transportation director for day field trips.

Non-Public Funds for Field Trips

1. In lieu of formal bid procedures (field trips are not paid out of public funds), three quotes must be obtained for transportation and housing expenses, if applicable.
2. An accounting shall be available for public inspection for all trips involving Cranston Public Schools' students from the supervising principal, director, department head and/or teacher.

Policy Adopted: 12/15/80

Policy Amended: 2/11/10 (Resolution No. 10-02-11)

Policy Amended: 11/14/16 (Resolution No. 16-11-)

CRANSTON PUBLIC SCHOOLS

CRANSTON, RHODE ISLAND

Field Trip Procedures

Any trip including Cranston school students made during school periods or vacation periods must be in compliance with Administrative Regulations for policy **6153a** and meet appropriate school system bidding, insurance, safety and transportation procedures.

Any other pertinent requirements to insure complete compliance with all school committee policies may be added to the administrative regulations.

The superintendent will report all overnight approved activities to the school committee at the next regular monthly meeting.

Procedure

1. Field trip request forms should be sent to the assistant superintendent's office **three weeks** days prior to the trip (per our field trip documents).
2. Buses are available from 9:00 A.M. (pick-up) to 1:50 P.M. (return to school). In some cases we can provide a bus at 8:30 A.M., but you must call transportation first to check availability.
3. Field trips will be accepted throughout Rhode Island, and at the discretion of the director of transportation, outside of the state within the hours listed in number 2.
4. Approximate cost for your trip can be figured by the number of hours of the trip plus one (1) hour for travel time.
5. Due to the cost of fuel there will be a surcharge over the cost of the driver. Outside of city limits there will be a fuel surcharge fee. If the trip involves traveling over the Newport Bridge, the toll fees will be the responsibility of the school.
6. You will receive confirmation of the trip 4-5 days prior to the date of the trip. If you do not receive confirmation within this time, **contact the transportation office immediately.**
7. At least one (1) teacher **must** be on the bus during the trip and is responsible for the behavior of the students. There is **no eating or drinking** allowed on the bus while it is moving. **This applies to everyone.**
8. If you feel a driver was discourteous or their driving made you uncomfortable, please contact the transportation office when you return from the trip.
9. Trips traveling outside the state may be booked with a private contractor. Cost of the trip will be based on the availability of the bus size and field trip request forms should be sent in **at least one (1) month in advance.** Buses will be coach buses. Cost will be determined upon availability.

10. When you receive your bill, please send payment to the transportation office **within ten (10) days after the receipt of the bill.**
11. **If for any reason you are going to cancel a trip, you MUST call this office at least one (1) hour prior to pick-up time or you will be charged a minimum fee.**
12. Capacity of buses is sixty-five (65) persons. Middle and high schools should not exceed 45-50 passengers per bus, including adults, because students will have to sit three (3) to a seat.

Other Considerations

1. Adequate instructional preparations for the trip should have been made.
2. Follow-up activities should be planned.
3. Necessary safety precautions including permission slips, adult/student ratio, insurance coverage of carrier, etc. have been investigated to the satisfaction of the Transportation Department, principal or his/her designee.
4. Students have been properly instructed as to the code of conduct expected.
5. Programs involving school bus transportation which are an integral part of the program such as computer math, swimming, YMCA, physical education, etc. will be ongoing.

Procedures for Obtaining Transportation

Using School Vehicles

1. A permission slip must be obtained from parent or guardian for each student who participates in the field trip prior to its taking place.
2. Bus Request Form will be utilized for all field trips.
3. Request must be submitted at least two weeks prior to a planned trip.
4. Requests submitted with less than two weeks lead time, may be returned with no action taken.
5. The school or teacher will be notified of action taken on a request at least five days prior to the trip.
6. All requests will be submitted to the office of the assistant superintendent.
7. Approval will be based on revised established criteria for field trips.
8. The entire cost for the use of the school vehicle for the trip will be deducted from the building's field trip allocation.

Using Commercial Carriers - using school funds (partial payment)

1. Same as item 1 above
2. Same as item 2 above
3. Same as item 3 above
4. Same as item 4 above
5. A portion of the school's cost may be approved for payment with school funds with the balance made up by the individual school and/or participating students. Consideration might be given to charging a small fee to students to defray the higher cost of commercial carriers.
6. With the request for the field trip, a cost estimate must be submitted.
7. When using a commercial carrier, under this section, the Transportation Department will make arrangements with the carrier.

Use of Vehicles and Funds Other Than Those of the School Department

1. Permission for such trips must be approved by the principal and notification to the assistant superintendent must be made at least **ten days prior** to the trip taking place.
2. Permission must be granted in writing by parent or guardian before each student is allowed to go on any field trip.
3. Cost to students to cover the expense of such trips should be kept as low as possible.
4. Proper adult supervision must be maintained; no less than a 1:10 ratio.
5. Transportation department will be responsible for ensuring that the commercial carrier is safe and adequately insured for such trips.

General Consideration Covering All Trips

1. No student should be denied the privilege of any trip because of his inability to pay the established charge.
2. Permission in writing must be obtained **before** any student will be allowed to participate in a field trip experience.
3. A 1:10 pupil/adult ratio will be maintained on all trips.
4. Arrangements for safe conduct home must be made prior to the trip for any group arriving back after normal school hours.

5. Necessary safety precautions must be maintained during the time students are away from the vehicle and while they are aboard the vehicle.

Guidelines for Field Trips

Well organized, carefully planned tours and field trips that contribute to the educational growth of the students involved, shall be considered an important adjunct to pupil activity.

Field Trips of Short Duration

Field Trips of short duration shall be considered as any field trip whose total time to and from the destination shall not exceed one day.

Guidelines

1. Planned at least ~~one~~ two weeks in advance, longer if possible.
2. Approved by the building principal, even if it is a walking trip and it involves leaving the school grounds.
3. A part of the instructional program of the class. All requests must be complete on the approved CPS Field Trip request outlining curriculum connections.
4. Organized under the "buddy system" whenever possible.
5. ~~No child shall be restricted~~ Without financial restriction which might otherwise cause any student from making any trip because of lack of finances.
6. With completed parental permission forms must be signed by the parents and placed on file with the building office for all field trips ~~except~~ including those within walking distance of the school.
7. Staffed with at least 2 Cranston Public School staff persons, including 1 certified teacher.
8. Adult to student ratios will be at least 1/10. Chaperones must ride the bus with students/staff.
9. All chaperones must be from the approved CPS Volunteer List (See Policy 1240.1)
10. Parents/guardians who use their own car to attend a field trip, cannot be considered chaperones.
11. Will include Student Contact Information, First Aid Supplies and medical needs; including a nurse to dispense medication, which must be coordinated by the teacher requesting the trip, with the assistance of the school nurse.
12. Principals must see to it that field trips are equalized within their building.

Policy Amended: 5/18/15

Policy Amended: 11/14/16 (Resolution No. 16-11-

CRANSTON PUBLIC SCHOOLS

) CRANSTON, RHODE ISLAND

CRANSTON PUBLIC SCHOOLS

EMERGENCY AND FIRST AID PROCEDURES

Approved by: _____
(Albert J. Puerini, Jr. M.D., School Physician) (Date)

Approved by: _____
(Richard K. Ohnmacht, M.D., School Physician) (Date)

CRANSTON PUBLIC SCHOOLS - EMERGENCY PROCEDURES

1. If immediate emergency attention is required, call **Rescue: Dial Direct 911.**
The parent should then be notified.
2. Notify the parent and transfer responsibility to him/her.
3. It is understood that the school, in arranging for the transfer of a pupil to a hospital for emergency care, is acting as a medium of mercy and is not thereby assuming responsibility.
4. The nurse, Principal, or the Principal's designee shall accompany a child being transported by Rescue in the absence of a parent, relative or guardian.
5. Routine treatment of the sick, including the giving of medication, should remain the responsibility of the family and the physician chosen by the family, not by the school. School personnel should be cautioned not to "diagnose" any conditions, but should refer as necessary.
6. In no case does the school or school department assume responsibility beyond first aid. Cases which require further treatment are the responsibility of the parents.
7. If the above procedures cannot be followed, the nurse is to be called for consultation.
8. After the above procedures have been followed, the Nursing Office (Ext. 8105) should be notified, when appropriate.

EMERGENCY STANDING ORDERS

ANAPHYLAXIS: In cases of symptoms of anaphylaxis in a student who has not been previously identified as being at risk for anaphylaxis, the school nurse-teacher is authorized to administer an epinephrine auto-injector according to manufacturer's instructions and in accordance with the following dosage guidelines:

Children weighing 66 pounds or greater: Administer Epinephrine 0.3 mg IM PRN for symptoms of anaphylaxis.
Children weighing 33 to 66 pounds: Administer Epinephrine Jr, 0.15 mg IM PRN for symptoms of anaphylaxis.

OPIOID OVERDOSE: In the case of a suspected opioid overdose, trained school nurse-teachers shall follow the protocols outlined in the MRC naloxone training and according to instructions in the naloxone kit as follows:

Call 911

Administer rescue breathing

Prepare and administer 2 mg naloxone: 1ml to each nostril using Mucosal Atomization Device

Continue rescue breathing

Administer an additional dose of naloxone in 3 minutes if no response, minimal breathing or responsiveness

No school nurse shall be required to administer an opioid antagonist.

CPS Emergency Procedures (cont.)

MINOR INJURIES AND ILLNESSES

- In cases of minor injuries such as abrasions, cuts, etc., the necessary first aid treatment according to Emergency and First Aid Procedures, should be followed. If medical follow-up appears indicated, the pupil and/or parent should be advised to see the family physician. If the family does not have a physician, advise the services of a health care facility.
- When a child is ill, notify the parent. The Parent may wish to call for the child or make some other arrangement for him/her.
- The child may be allowed to rest at school until suitable arrangements are made for dismissal. No ill child in the elementary or middle school is allowed to go home alone. The parent **or a person designated by the parent as listed on the emergency care card** must assume responsibility for transportation and child care.
- A senior high school student may be allowed to go home alone provided the parent **or a person designated by the parent as listed on the emergency care card** has been notified in advance and will be expecting him/her.

- **CARE OF ADULTS** Not only children, but adults may suffer from sudden illness or accidental injury. Essentially the same principles apply to the handling of adult emergencies. The adult, if conscious and rational, can take responsibility for his/her own care.
- **ACCIDENT REPORTS** An Accident/Incident Report or Occupational Report containing all pertinent information relative to an accident on or about the school premises, should be **completed** as soon as possible. Two copies **are sent** to the Superintendent's Office and **one remains on file** in the school.
- **EXPOSURE INCIDENT REPORTS** Any incident with exposure to blood and body fluids requires that the nurse be called. He/she will take appropriate action. An Accident/Incident Report must be completed.
- **FIRST AID REFUSED** In some instances, First Aid is refused by pupils who have been taught to reject medical treatment. Prompt notification to the parent in the presence of an adult witness is essential in order that responsibility may be placed with the parent.

FIRST AID PROCEDURES

ABRASIONS AND LACERATIONS

Abrasions

(Tearing of the skin - cuts and scratches)

- Cleanse with antibacterial soap and water.
- Apply antibiotic ointment as needed and sterile dressing or Band-Aid.

Lacerations

(Tearing of the flesh- deep extensive cuts which may require sutures)

- Cleanse with antibacterial soap and apply dry sterile dressing and notify parent.
- If bleeding is profuse, apply pressure dressing and elevate the injured part.

BRUISES: Contusions

(A surface injury to flesh without laceration)

- Cleanse with antibacterial soap and water if necessary.
- Apply cold compresses or ice.

BURNS

Chemical burns of the skin

- Wash away chemical with large amount of cool water as quickly as possible for at least 5 minutes.
- Remove clothing from the area involved.
- Apply dressing and notify parent.
- Record name of chemical.
- Call Regional Center for Poison Control and Prevention – 1-800-222-1222.

Sunburn

- Apply Solarcaine.

FOREIGN BODIES

Ear

- Notify parent.

Eye

- If **foreign body** is seen on lid, it may be removed with a cotton applicator moistened with water; otherwise notify parent.
- If **chemical** gets in the eye, flush the eye thoroughly with water for 5 minutes.
Cover the eye with a dressing and notify parent.
Record name of chemical.
Call Regional Center for Poison Control and Prevention....1.800.222.1222

Nose-Throat

- Perform Heimlich maneuver if there is an obvious airway obstruction.
- Unless otherwise indicated, call Rescue and parent.

Swallowed

- Allow the student to assume a position most comfortable for him/her.
- Remain calm and reassure the student.
- Perform Heimlich maneuver if there is an obvious airway obstruction.
- Refer for medical attention as necessary.
- Notify parent.

SEIZURES

- Lie the child down on a flat surface.
- Do not restrain him/her.
- Prevent the child from hurting him/herself.
- **DO NOT USE A TONGUE DEPRESSOR OR ANY OTHER IMPLEMENT.**
- Observe for difficulty breathing.
- Call Rescue (911) unless otherwise indicated in student's Individualized Health Care Plan or Emergency Care Plan (for diagnosed cases only).
- Notify Parent.

ANIMAL BITES/SCRATCHES

- Wash with antibacterial soap and water.
- Rinse with running water.
- Apply antibiotic ointment and sterile dressing.
- Notify parent and police.
- Parent should consult family physician.

INSECT BITES AND BEE STINGS

- Apply cold compresses.
- Notify parent.

EPI-PEN/EPINEPHRINE AUTO-INJECTORS

(For Diagnosed Cases)

- Doctor's written orders for the student should be followed.
- If the nurse is not in the building, the **Epi-Pen should be administered by trained staff.**
- Epi-Pen injection should be given in the top of the thigh.
- **Call 911.**
- **Call Parent.**

FIRST AID KITS

- The commercially pre-packaged First Aid Kits may be used on field trips.

FAINTING

- Fainting may be prevented by having the person lie down or bend over with his/her head at the level of their knees.
- Use ammonia inhalant intermittently under the nose.
- (Do not hold the inhalant steadily under the nose).

INJURIES

NOTIFY PARENT OF ANY HEAD AND NECK INJURIES, INCLUDING BACK, FACE AND MOUTH.

Eyes

- Any eye injury is to be reported to parent and/or nurse.

Head

- Provide for safety and comfort of student.
- Apply ice whenever necessary.
- Keep student under observation and monitor for untoward symptoms, i.e., blurred vision, dizziness, drowsiness, headache, nausea, vomiting, and disorientation.
- Call Rescue if indicated.
- If unconscious, **DO NOT MOVE.**
- Call Rescue and notify parent.
- Provide parent, if indicated, with Head Injury Information Sheet.

Neck and Back

- If a child is on the floor, do not move him/her; call Rescue and notify parent.

Arms and Legs

- Keep child in comfortable position; if injury is severe, call Rescue and notify parent.

Teeth

Knocked out

- Place tooth in water - do not clean tooth - call parent immediately.

Broken

- Place the piece of broken tooth in water.
- Call parent immediately

NOSEBLEED

- Have the child sit up.
- Apply pressure to the affected side of the nose to seal off the nostril and maintain pressure for 5-10 minutes.
- If bleeding persists, notify parent.

PAIN

Abdominal

- Allow child to lie down.
- If no relief in 15 minutes, notify parent.

Earache

- Notify parent.

Headache

- Allow child to lie down.
- If no relief in 15 minutes, notify parent.

Toothache

- If pain persists, call parent.

RASHES

- Poison Ivy, Oak, Sumac, etc. - Hydrocortisone cream; if severe, call parent.
- Unidentified rashes should be reported to parent so they may contact their health care provider for diagnosis and appropriate treatment.

RESPIRATORY PROBLEMS

- Determine if student has diagnosed asthma and medication at school.
- Follow Health Care Plan as agreed upon with nurse and parents.
- Provide comfort for the student.
- Contact nurse and/or parent of student with no known respiratory problems.

SPLINTERS

- Clean the area.
- Apply Band-Aid and notify parent, if necessary.

TICKS

***Call nurse - DO NOT TRY TO REMOVE.**

***REMOVAL BY NURSE ONLY.**

- Remove the tick promptly.
- To remove use small, fine-pointed tweezers.
- **DO NOT** squeeze the tick's body.
- Grasp the tick where its mouth parts enter the skin, tug gently, but firmly and repeatedly until the tick releases its hold on the skin.
- The barbed mouth part of the tick will not let go easily, so take your time and be patient.
- Notify parent of tick bite.
- Advise parent to contact physician immediately.
- Save the tick so that the parent can show it to the physician.